

Manuals Provided with This Machine

Safety Information for This Machine

Other Information for This Machine

Appendix

Please look at the on-screen instruction manual (included in the attached CD-ROM) or the manual viewable via the Smart Operation Panel for information not included in the paper instruction manual.







# **TABLE OF CONTENTS**

How to Read the Manuals	3
Symbols Used in the Manuals	3
Disclaimer	3
Notes	4
Machine Types	4
1. Manuals Provided with This Machine	
Manuals for This Machine (When Using the Standard Operation Panel)	5
Manuals List (When Using the Standard Operation Panel)	7
Manuals for This Machine (When Using the Smart Operation Panel)	9
Manuals List (When Using the Smart Operation Panel)	11
How to Use the Operating Instructions	13
Formats of the Operating Instructions (When Using the Standard Operation Panel)	13
Formats of the Operating Instructions (When Using the Smart Operation Panel)	
Reading the HTML Manuals on the CD-ROM (When Using the Standard Operation Panel)	
Installing and Opening the HTML Manuals (When Using the Standard Operation Panel)	
Reading the PDF Manuals on the CD-ROM	15
2. Safety Information for This Machine	
Safety Information	1 <i>7</i>
Safety During Operation	17
Safety Precautions to Be Followed	17
Safety Labels of This Machine	26
Positions of WARNING and CAUTION labels	26
Power Switch Symbols	29
3. Other Information for This Machine	
Laws and Regulations	31
Duplication and Printing Prohibited	31
Laser Safety	31
Notes to Users of Facsimile Unit	32
Overseas Affiliates and Noise Emission Information	33
EMC Directive	33
Other Information	34
User Information on Electrical and Electronic Equipment	34
Note for the Battery and/or Accumulator Symbol (For EU countries only)	35

Environmental Advice for Users	35
4. Appendix	
Trademarks	37

# How to Read the Manuals

### Symbols Used in the Manuals

This manual uses the following symbols:



Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.



Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

# Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[]

Indicates the names of keys on the machine's display or control panels.



Indicates instructions stored in a file on a provided CD-ROM.



Indicates instructions displayed on the Smart Operation Panel.

Region A (mainly Europe and Asia), (mainly Europe), or (mainly Asia)

Region B (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see "Model-Specific Information", Getting Started.

#### Disclaimer

Contents of this manual are subject to change without prior notice.

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

#### Notes

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

Some illustrations in this manual might be slightly different from the machine.

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

The color samples in this manual may differ slightly from the colors of actual copies.

# **Machine Types**

Check the type of your machine before reading the manuals.

Type 1: MP C3003SP/MP C3003ZSP

Type 2: MP C3503SP/MP C3503ZSP

Type 3: MP C4503SP/MP C4503ASP/MP C4503ZSP/MP C4503AZSP

Type 4: MP C5503SP/MP C5503ASP/MP C5503ZSP/MP C5503AZSP

Type 5: MP C6003SP/MP C6003ZSP

Certain types might not be available in some countries. For details, please contact your local dealer.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

# 1. Manuals Provided with This Machine

This chapter explains manuals for this machine.

# Manuals for This Machine (When Using the Standard Operation Panel)

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

# € Important

- · Media differ according to manual.
- Adobe<sup>®</sup> Acrobat<sup>®</sup> Reader<sup>®</sup>/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

#### User Guide

Regarding the basic usage of this machine, frequently used functions, troubleshooting when an error message appears, etc., summaries are provided below for each user manual.

#### **Read This First**

Before using the machine, be sure to read the section of this manual entitled Safety Information. It also describes how to install the included CD-ROM, each regulation, and environmental conformance.

#### Easy Search

You can search for a description by what you want to do. Also, this machine's distinctive functions are explained.

#### **Getting Started**

Describes preparations for using the machine, operating instructions, and character input methods.

#### Paper Specifications and Adding Paper

Describes how to load originals and sheets and about their specifications.

#### **Convenient Functions**

Describes how to register frequently used settings, customize the Home Screen, and display a Web page on the control panel. It also describes how to manage a job.

#### Maintenance and Specifications

Describes how to replace supplies and how to install and clean this machine. It also describes the specifications of the main unit and options.

#### **Troubleshooting**

Provides a guide for resolving common usage-related problems.

#### Copy/ Document Server

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to specify the settings for originals.

#### Fax

Explains Facsimile functions and operations.

#### Print

Describes how to print using the printer driver. It also describes the functions available for printing.

#### Scan

Describes how to scan paper data using this machine and how to send the scanned data to a computer and store the data.

#### Connecting the Machine/ System Settings

Explains how to connect the machine to a network, and configure and operate the machine in a network environment. Also explains how to change User Tools settings and how to register information in the Address Book.

#### PostScript 3

Explains how to set up and use PostScript® 3<sup>TM</sup>.

#### **Extended Feature Settings**

Describes how to configure the extended features using the control panel or Web Image Monitor.

#### Security Guide

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator.

For details, see "Before Using This Machine", Security Guide .

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

#### **Driver Installation Guide**

Describes how to install and configure each driver. This manual is included in the drivers CD.



· Manuals provided are specific to machine types.

- Driver Installation Guide and HTML manuals are available in English, German, French, Italian, Spanish, Dutch, and Russian.
- You can download information about the machine's certification, which is based on an IT security
  certification system (hereafter CC Certification), from the following URLs. This information is about
  how to set up the machine. If you have purchased a CC Certified machine, be sure to read it
  before operating the machine so you can make the correct settings before using it.
  - Type 1 and 2

http://support-download.com/services/device/ccmanual/mp\_c3003\_c3503/en/download admin.html

http://support-download.com/services/device/ccmanual/mp\_c3003\_c3503/en/download\_user.html

• Type 3, 4, and 5

http://support-download.com/services/device/ccmanual/mp\_c4503\_c5503\_c6003/en/download\_admin.html

http://support-download.com/services/device/ccmanual/mp\_c4503\_c5503\_c6003/en/download\_user.html

• The following software products are referred to using general names:

Product name	General name
ScanRouter EX Professional *1 and ScanRouterEX Enterprise *1	the ScanRouter delivery software

<sup>\* 1</sup> The ScanRouter EX Professional and ScanRouterEX Enterprise are no longer available for sale.

# Manuals List (When Using the Standard Operation Panel)

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
User Guide	No	No	Yes
Read This First	Yes	No	No
Easy Search	No	Yes	No
Getting Started	No	Yes	No
Paper Specifications and Adding Paper	No	Yes	No
Convenient Functions	No	Yes	No

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
Maintenance and Specifications	No	Yes	No
Troubleshooting	No	Yes	No
Copy/ Document Server	No	Yes	No
Fax	No	Yes	No
Print	No	Yes	No
Scan	No	Yes	No
Connecting the Machine/ System Settings	No	Yes	No
PostScript 3	No	Yes	No
Extended Feature Settings	No	Yes	No
Security Guide	No	No	Yes
Driver Installation Guide	No	No	Yes

# **U** Note

• Driver Installation Guide and HTML manuals are available in English, German, French, Italian, Spanish, Dutch, and Russian.

# Manuals for This Machine (When Using the Smart Operation Panel)

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

# Mportant (

- · Media differ according to manual.
- Adobe<sup>®</sup> Acrobat<sup>®</sup> Reader<sup>®</sup>/Adobe Reader must be installed in order to view the manuals as PDF files.

#### User Guide

Regarding the basic usage of this machine, frequently used functions, troubleshooting when an error message appears, etc., summaries are provided below for each user manual.

#### **Read This First**

Before using the machine, be sure to read the section of this manual entitled Safety Information. It also describes how to read the manual on the provided CD-ROM, each regulation, and environmental conformance.

#### Start Guide

Describes how to read manuals on the Smart Operation Panel. It also describes how to log in to the machine

#### Easy Search

You can search for a description by what you want to do. Also, this machine's distinctive functions are explained.

#### **Getting Started**

Describes preparations for using the machine, operating instructions, and character input methods.

#### Paper Specifications and Adding Paper

Describes how to load originals and sheets and about their specifications.

#### Convenient Functions

Describes how to register frequently used settings, customize the Home Screen, and display a Web page on the control panel. It also describes how to manage a job.

#### Maintenance and Specifications

Describes how to replace supplies and how to install and clean this machine. It also describes the specifications of the main unit and options.

#### **Troubleshooting**

Provides a guide for resolving common usage-related problems.

#### Copy/ Document Server

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#### Print

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Explains how to connect the machine to a network, and configure and operate the machine in a network environment. Also explains how to change User Tools settings and how to register information in the Address Book.

## PostScript 3

Explains how to set up and use PostScript® 3<sup>TM</sup>.

#### **Extended Feature Settings**

Describes how to configure the extended features using the control panel or Web Image Monitor.

#### Security Guide

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator.

For details, see "Before Using This Machine", Security Guide.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

#### **Driver Installation Guide**

Describes how to install and configure each driver. This manual is included in the drivers CD.

#### **OtherManuals**

- Quick Reference Copy Guide
- Quick Reference FAX Guide
- · Quick Reference Scan Guide



- Manuals provided are specific to machine types.
- Driver Installation Guide and manuals displayed on the Smart Operation Panel are available in English, German, French, Italian, Spanish, Dutch, and Russian.
- User Guide is available in Norwegian, Swedish, Danish, Finnish, Portuguese, Polish, Czech, Hungarian, Catalan, Turkish, Greek, and Brazilian Portuguese.
- The following software products are referred to using general names:

Product name	General name
ScanRouter EX Professional *1 and ScanRouterEX Enterprise *1	the ScanRouter delivery software

<sup>\*1</sup> The ScanRouter EX Professional and ScanRouterEX Enterprise are no longer available for sale.

# Manuals List (When Using the Smart Operation Panel)

Manual Name	Printed Manuals Provided	Manuals displayed on the Smart Operation Panel	PDF Manuals Provided
User Guide	No	Yes	No
Read This First	Yes	No	No
Start Guide	Yes	No	No
Easy Search	No	Yes	No
Getting Started	No	Yes	No
Paper Specifications and Adding Paper	No	Yes	No
Convenient Functions	No	Yes	No
Maintenance and Specifications	No	Yes	No
Troubleshooting	No	Yes	No
Copy/ Document Server	No	Yes	No
Fax	No	Yes	No

Manual Name	Printed Manuals Provided	Manuals displayed on the Smart Operation Panel	PDF Manuals Provided
Print	No	Yes	No
Scan	No	Yes	No
Connecting the Machine/ System Settings	No	Yes	No
PostScript 3	No	Yes	No
Extended Feature Settings	No	Yes	No
Security Guide	No	Yes	No
Driver Installation Guide	No	No	Yes
Quick Reference Copy Guide	No	No	Yes *1
Quick Reference FAX Guide	No	No	Yes *1
Quick Reference Scan Guide	No	No	Yes *1

<sup>\*1</sup> For these manuals, please visit our Web site or consult an authorized dealer.



- Driver Installation Guide and manuals displayed on the Smart Operation Panel are available in English, German, French, Italian, Spanish, Dutch, and Russian.
- User Guide is available in Norwegian, Swedish, Danish, Finnish, Portuguese, Polish, Czech, Hungarian, Catalan, Turkish, Greek, and Brazilian Portuguese.

### Ī

# How to Use the Operating Instructions

This chapter describes the operating instructions of this machine. HTML and PDF manuals are included in the supplied CD-ROMs.

# Formats of the Operating Instructions (When Using the Standard Operation Panel)

The operating instructions of this machine are provided in the following formats:

- Printed manuals
- HTMI manuals
- PDF manuals

For details about the contents of each manual, see page 5 "Manuals for This Machine (When Using the Standard Operation Panel)". The various manuals are available in different formats. For details about availability, see page 7 "Manuals List (When Using the Standard Operation Panel)".

### Formats of the Operating Instructions (When Using the Smart Operation Panel)

The operating instructions of this machine are provided in the following formats:

- Printed manuals
- Manuals displayed on the Smart Operation Panel
- PDF manuals

For details about the contents of each manual, see page 9 "Manuals for This Machine (When Using the Smart Operation Panel)". The various manuals are available in different formats. For details about availability, see page 11 "Manuals List (When Using the Smart Operation Panel)".

For details about how to read the manuals on the Smart Operation Panel, see Start Guide.

# Reading the HTML Manuals on the CD-ROM (When Using the Standard Operation Panel)

This section describes how to read the HTML manuals on the supplied manual CD-ROM.

- 1. Insert the CD-ROM in the CD-ROM drive of your computer.
- 2. Select a language, and then click [OK].
- 3. Click [Read HTML manuals].

The browser opens.

4. Click the title of manual you want to read.



- Recommended browsers:
  - Internet Explorer 6 or later
  - Firefox 3.5 or later
  - Safari 4.0 or later
- If you want to read the HTML manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then open "Manuals.htm".
- If JavaScript is disabled or unavailable in your browser, you will not be able to search or use certain buttons in the HTML documentation.
- HTML manuals are available in English, German, French, Italian, Spanish, Dutch, and Russian.

# Installing and Opening the HTML Manuals (When Using the Standard Operation Panel)

This section describes how to install and open the HTML manuals on your computer.

For your convenience, we recommend you install these manuals on your computer.

- 1. Insert the CD-ROM in the CD-ROM drive of your computer.
- 2. Select a language, and then click [OK].
- 3. Click [Install manuals].
- 4. Install the HTML manuals by following the on-screen instructions.
- 5. When the installation is complete, click [Finish].
- 6. Click [Exit].
- 7. Open the HTML manuals that you installed.

To open the manuals from an icon, double-click the icon on the desktop. To open the manuals from the [Start] menu, point to [All Programs], and then click [Product Name].

8. Click the title of the manual you want to read.



- You need administrator permissions to install the manuals. Log in as an Administrators group member.
- The system requirements for installing the manuals are as follows:
  - Operating system: Windows XP/Vista/7/8, Windows Server 2003/2003 R2/2008/2008 R2/2012
  - Minimum display resolution: 800 × 600 pixels

- If you cannot install a manual, copy the "MANUAL\_HTML" folder to your computer's hard drive, and then run "setup.exe".
- To delete an installed manual, on the [Start] menu, point to [All Programs], click [Product Name], and then uninstall the data.
- Depending on the settings made during installation, menu folder names may differ.
- HTML manuals are available in English, German, French, Italian, Spanish, Dutch, and Russian.

# Reading the PDF Manuals on the CD-ROM

This section describes how to read the PDF manuals on the supplied CD-ROMs.

#### File path (when using the Standard Operation Panel)

 Operating instructions other than Driver Installation Guide are included in the following folder on the supplied manual CD-ROM:

MANUAL PDF\(language)

Driver Installation Guide is included in the following folder on the supplied driver CD-ROM:
 MANUAL\_DRIVER\(1\text{anguage}\)

#### File path (when using the Smart Operation Panel)

Driver Installation Guide is included in the following folder on the supplied driver CD-ROM: MANUAL\_DRIVER\((1anguage)

- 1. Insert the CD-ROM in the CD-ROM drive of your computer.
- 2. Select a language, and then click [OK].
- 3. Click [Read PDF manuals].

To read Driver Installation Guide, click [Driver Installation Guide]. The manual opens.

4. Click the title of the manual you want to view.



- To view the PDF manuals, you need to have Adobe Acrobat Reader/Adobe Reader installed on your computer.
- If you want to read the PDF manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then open "Manuals.htm".
- Driver Installation Guide is available in English, German, French, Italian, Spanish, Dutch, and Russian.

#### 2

# 2. Safety Information for This Machine

This chapter describes the safety precautions.

# **Safety Information**

### Safety During Operation

In this manual, the following important symbols are used:



Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

# **ACAUTION**

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

# Safety Precautions to Be Followed

This section explains safety precautions that should always be followed when using this machine.

#### Environments where the machine can be used

This section explains safety precautions about environments where the machine can be used.

# **MARNING**

 Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

# **⚠ WARNING**

Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers
holding water or any other liquids, on or close to this machine. Fire or electric shock could result
from spillage or if such objects or substances fall inside this machine.

# **ACAUTION**

 Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

# **ACAUTION**

 Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

# **ACAUTION**

 Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.

### **ACAUTION**

 Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

# **ACAUTION**

 Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

#### Handling power cords and power cord plugs

This section explains safety precautions about handling power cords and power cord plugs.

# **MARNING**

Do not use any power sources other than those that match the specifications shown. Doing so
could result in fire or electric shock.

# **⚠WARNING**

Do not use any frequencies other than those that match the specifications shown. Doing so could
result in fire or electric shock.

# **MARNING**

• Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

# **<b>MARNING**

• Do not use extension cords. Doing so could result in fire or electric shock.

Do not use power cords that are damaged, broken, or modified. Also, do not use power cords
that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could
result in fire or electric shock.

# **WARNING**

 Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

### **MARNING**

The supplied power cord is for use with this machine only. Do not use it with other appliances.
 Doing so could result in fire or electric shock.

# **MARNING**

 It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

# **WARNING**

 If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock

# **MARNING**

- Be sure to disconnect the plug from the wall outlet at least once a year and check for the following:
  - There are burn marks on the plug.
  - The prongs on the plug are deformed.
- If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.

- Be sure to disconnect the power cord from the wall outlet at least once a year and check for the following:
  - The power cord's inner wires are exposed, broken, etc.
  - The power cord's coating has a crack or dent.
  - When bending the power cord, the power turns off and on.
  - Part of the power cord becomes hot.
  - The power cord is damaged.
- If any of the above conditions exist, do not use the power cord and consult your dealer or service representative. Use of the power cord could result in fire or electric shock.

# **ACAUTION**

Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs
create an unstable connection that can result in unsafe buildup of heat.

# **ACAUTION**

 If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

# **ACAUTION**

When disconnecting the power cord from the wall outlet, always pull the plug, not the cord.
 Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

# **ACAUTION**

Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around
the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

# CAUTION

 When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

#### Handling the main machine

This section explains safety precautions about handling the main machine.

Be sure to locate the machine as close as possible to a wall outlet. This will allow easy
disconnection of the power cord in the event of an emergency.

### **WARNING**

If the machine emits smoke or odours, or if it behaves unusually, you must turn off its power
immediately. After turning off the power, be sure to disconnect the power cord plug from the
wall outlet. Then contact your service representative and report the problem. Do not use the
machine. Doing so could result in fire or electric shock.

### **MWARNING**

If metal objects, or water or other fluids fall inside this machine, you must turn off its power
immediately. After turning off the power, be sure to disconnect the power cord plug from the
wall outlet. Then contact your service representative and report the problem. Do not use the
machine. Doing so could result in fire or electric shock.

## **MARNING**

 Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock

# **MARNING**

- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

# **ACAUTION**

Unplug the power cord from the wall outlet before you move the machine. While moving the
machine, take care that the power cord is not damaged under the machine. Failing to take these
precautions could result in fire or electric shock.

# **ACAUTION**

 If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.

# **ACAUTION**

After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might
move or come down to cause an injury.

# **ACAUTION**

If the lower paper tray is installed, do not pull out more than one tray at a time when you are
changing or replenishing paper or resolving paper jams. Pressing down forcefully on the
machine's upper surfaces can result in malfunctions and/or user injury.

### **ACAUTION**

Contact your service representative if you need to lift the machine (such as when relocating it to
another floor). Do not attempt to lift the machine without the assistance of your service
representative. The machine will be damaged if it topples or is dropped, resulting in
malfunction and risk of injury to users.

# **ACAUTION**

• Do not look into the lamp. It can damage your eyes.

# CAUTION

Do not hold the control panel while moving the machine. Doing so may damage the control
panel, cause a malfunction, or result in injury.

# **ACAUTION**

Keep your hands away from the hinges and exposure glass when lowering the ADF. Not doing
so result in an injury if your hands or fingers are pinched.

# Handling the machine's interior

This section explains safety precautions about handling the machine's interior.

# **MARNING**

- Do not remove any covers or screws other than those explicitly mentioned in this manual. Inside
  this machine are high voltage components that are an electric shock hazard and laser
  components that could cause blindness. Contact your sales or service representative if any of the
  machine's internal components require maintenance, adjustment, or repair.
- Do not attempt to disassemble or modify this machine. Doing so risks burns and electric shock.
   Note again that exposure to the laser components inside this machine risks blindness.

# **CAUTION**

 Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.

# **ACAUTION**

• The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.

# **ACAUTION**

· When removing jammed paper, make sure not to trap or injure your fingers.

### **ACAUTION**

• When loading paper, take care not to trap or injure your fingers.

# **CAUTION**

Keep your hands clear of the booklet finisher tray when removing misfed paper, pulling out or
pushing in the finisher's staple unit. You can trap and injure your fingers if you do not.

# **ACAUTION**

 While safety measures have been installed to prevent accidents, you must not touch the machine's rollers while it is operating. Doing so could cause injury.

# **ACAUTION**

If the machine's interior is not cleaned regularly, dust will accumulate. Fire and breakdown can
result from heavy accumulation of dust inside this machine. Contact your sales or service
representative for details about and charges for cleaning the machine's interior.

### Handling the machine's supplies

This section explains safety precautions about handling the machine's supplies.

# **⚠WARNING**

Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite
on contact with naked flame.

Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so
risks fire and burns. Toner will ignite on contact with naked flame.

# **MARNING**

Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner
may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner.
However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If
toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is
not scattered.

### **⚠ WARNING**

- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

# **ACAUTION**

Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting
in dirtying of skin, clothing, and floor, and accidental ingestion.

# **ACAUTION**

 Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

# **ACAUTION**

 If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

# **ACAUTION**

If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult
a doctor if necessary.

# **ACAUTION**

If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor
if necessary.

# **CAUTION**

When replacing a toner or waste toner container or consumables with toner, make sure that the
toner does not splatter. Put the waste consumables in a bag after they are removed. For
consumables with a lid, make sure that the lid is shut.

# **ACAUTION**

 When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water.
 Hot water will set the toner into the fabric and make removing the stain impossible.

# **ACAUTION**

 When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

# **ACAUTION**

 Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.

# **ACAUTION**

 Keep SD cards or USB flash memory devices out of reach of children. If a child accidentally swallows an SD card or USB flash memory device, consult a doctor immediately.

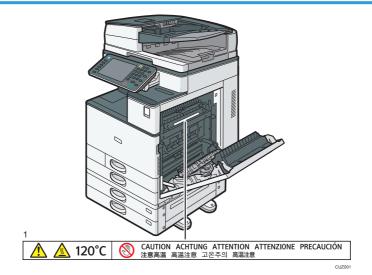
# Safety Labels of This Machine

This section explains the machine's safety information labels.

## Positions of WARNING and CAUTION labels

This machine has labels for  $\triangle$ WARNING and  $\triangle$ CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

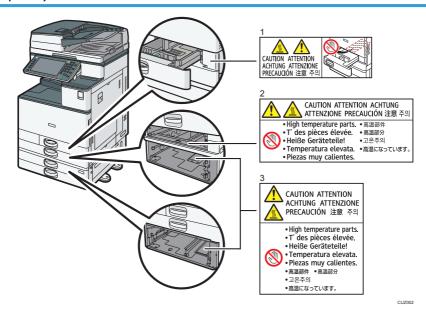
#### Main unit



1.

Do not touch the parts a label indicates. The inside of the machine could be very hot. Caution should be taken when removing misfed paper.

#### Paper trays



1.

The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

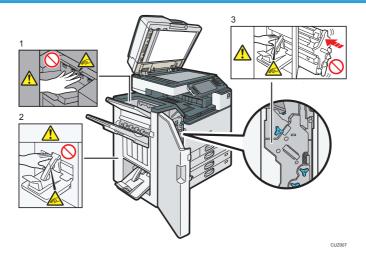
2

The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

3.

The inside of the machine could be very hot. Do not touch the parts which a label is put on. Otherwise, an injury might occur.

#### Finisher SR3140 or Booklet Finisher SR3150



1.

During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur.

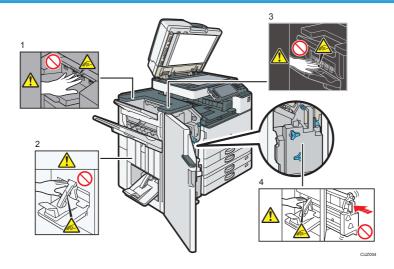
2.

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

3.

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not.

#### Finisher SR3160 or Booklet Finisher SR3170



1.

During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur.

2.

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not. Take care not to touch the booklet finisher tray during operation. Otherwise, an injury might occur.

3.

During operation, rollers for transporting the paper revolve. Take care not to touch rollers during operation. Otherwise, an injury might occur.

4.

Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit, or removing paper jam. You might trap your fingers if you do not.

# **Power Switch Symbols**

The meanings of the symbols for the switches on this machine are as follows:

- I : POWER ON
- Ů · STANDBY

# 3. Other Information for This Machine

This chapter describes laws and regulations related to this machine.

# Laws and Regulations

# **Duplication and Printing Prohibited**

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

# Laser Safety

# Laser Safety for Type 1 and 2

This machine complies with the requirements of IEC60825-1:2007 (EN60825-1:2007) for class 1 laser product. The machine contains four AlGaInP laser diodes, 655–663 nanometer wavelength for each emitter. The beam divergence angle is 21 degrees (minimum) and 29 degrees (maximum) in the vertical direction, and 7 degrees (minimum) and 11 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode. The maximum output power of the light source is 10 milliwatt.

The following label is attached on the rear side of the machine:



#### Caution:

Use of controls or adjustments or performance of procedures other than those specified in the manuals might result in hazardous radiation exposure.

### Laser Safety for Type 3, 4, and 5

This machine complies with the requirements of IEC60825-1:2007 (EN60825-1:2007) for class 1 laser product. The machine contains four 4ch-Laser Diode Arrays (4ch-LDA). Laser diodes are AlGalnP, 657–663 nanometer wavelength for each emitter. The beam divergence angle is 16 degrees (minimum) and 23 degrees (maximum) in the vertical direction, and 7 degrees (minimum) and 12 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode. Each 4ch-LDA has four light sources and the maximum output power of the light source is 17 milliwatt.

The following label is attached on the rear side of the machine:



#### Caution:

Use of controls or adjustments or performance of procedures other than those specified in the manuals might result in hazardous radiation exposure.

#### Notes to Users of Facsimile Unit



**Declaration of Conformity** 

#### Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

#### Notice to Users Accessing Analog PSTN in EEA Countries

This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance.

The CE Declaration of Conformity is available by accessing the URL:

http://www.ricoh.co.jp/fax/ce\_doc/ and selecting the product applicable.

# Overseas Affiliates and Noise Emission Information

In accordance with TUV "GS Symbol" requirements, details of the EU office or representative company are given below.

#### **Overseas Affiliates**

Ricoh Europe PLC

20 Triton Street, London. NW1 3BF, United Kingdom

#### **Noise Emission**

Maschinenlärminformations-Verordnung 3. GPSGV:

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779

# **EMC Directive**

# Installing the Ferrite Core

A network interface cable and a telephone line cable with a ferrite core must be used for RF interference suppression.

# Other Information

# User Information on Electrical and Electronic Equipment

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

#### All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

#### For Users in India

This product complies with the "India E-waste Rule 2011" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 weight % and 0.01 weight % for cadmium, except for the exemptions set in Schedule 2 of the Rule.

# Note for the Battery and/or Accumulator Symbol (For EU countries only)



In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

#### **Environmental Advice for Users**

#### Users in the EU, Switzerland and Norway

#### Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

#### Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64 g/m<sup>2</sup> paper, which contains less raw materials and represents a significant resource reduction.

#### Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

#### Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

https://www.ricoh-return.com/

#### **Energy efficiency**

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode. If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

# 4. Appendix

This appendix describes trademarks for the machine.

# **Trademarks**

Adobe, Acrobat, PostScript, PostScript 3, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Firefox is a registered trademark of the Mozilla Foundation.

Macintosh and Safari are trademarks of Apple Inc., registered in the United States and other countries.

Microsoft, Windows, Windows Server, Windows Vista, and Internet Explorer are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

The SD is a trademark of SD-3C, LLC.

The proper name of Internet Explorer 6 is Microsoft® Internet Explorer® 6.

The proper names of the Windows operating systems are as follows:

• The product names of Windows XP are as follows:

Microsoft® Windows® XP Professional

Microsoft® Windows® XP Home Edition

Microsoft® Windows® XP Media Center Edition

Microsoft® Windows® XP Tablet PC Edition

• The product names of Windows Vista are as follows:

Microsoft® Windows Vista® Ultimate

Microsoft® Windows Vista® Business

Microsoft® Windows Vista® Home Premium

Microsoft® Windows Vista® Home Basic

Microsoft® Windows Vista® Enterprise

• The product names of Windows 7 are as follows:

Microsoft® Windows® 7 Home Premium

Microsoft® Windows® 7 Professional

Microsoft® Windows® 7 Ultimate

Microsoft® Windows® 7 Enterprise

• The product names of Windows 8 are as follows:

Microsoft® Windows® 8

Microsoft® Windows® 8 Pro

Microsoft® Windows® 8 Enterprise

- The product names of Windows Server 2003 are as follows:
  - Microsoft® Windows Server® 2003 Standard Edition
  - Microsoft® Windows Server® 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows:
  - Microsoft® Windows Server® 2003 R2 Standard Edition
  - Microsoft® Windows Server® 2003 R2 Enterprise Edition
- The product names of Windows Server 2008 are as follows:
  - Microsoft® Windows Server® 2008 Standard
  - Microsoft® Windows Server® 2008 Enterprise
- The product names of Windows Server 2008 R2 are as follows:
  - Microsoft® Windows Server® 2008 R2 Standard
  - Microsoft® Windows Server® 2008 R2 Enterprise
- The product names of Windows Server 2012 are as follows:
  - Microsoft® Windows Server® 2012 Foundation
  - Microsoft® Windows Server® 2012 Essentials
  - Microsoft® Windows Server® 2012 Standard

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

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